



# PARENT HANDBOOK

Operational Policies

2020-2021

*“Show me and I forget;  
Teach me and I remember;  
Involve me and I learn.”*

Day School Office Hours-School Year  
Monday – Thursday  
9:00am – 2:00pm

Phone: (281) 422-3449  
Fax: (281) 422-2750  
Email: [dayschool@cedarbayougrace.org](mailto:dayschool@cedarbayougrace.org)  
Website: [cedarbayougrace.org/dayschool](http://cedarbayougrace.org/dayschool)



## MISSION

### PROGRAM INFORMATION

Day School for Little People (hereafter referred to as Day School) is a non-profit organization operated by the Day School Board of Directors. The Board of Directors has final authority over all aspects of the program, unless a decision directly affects Cedar Bayou Grace United Methodist Church (CBGUMC). Day School is a ministry of CBGUMC, and as such, spiritual growth is a key component of the goals for all children and staff. Christian beliefs will be expressed to the children, as well as the importance of faith and trust in God. Chapel will be held weekly, and education in the classrooms will include prayer recital before meals, Bible verses, and Christian songs.



Day School is licensed by the Texas Health and Human Services, and follows the Minimum Standard Rules developed by THHS. Day School ensures the program is operated according to these high standards with the use of annual inspections, continually updated record-keeping, and monitored safety practices.

A copy of the most recent THHS inspection report is posted in the office for your review. You may also ask to see the Minimum Standards (a copy is located in the Day School office) or view them online at [www.thhs.state.tx.us](http://www.thhs.state.tx.us). The telephone number for Texas Child Care Licensing Office is 713-940-5200. The telephone number for the state childcare licensing representative for Day School is 713-557-2910. Other inspection reports are also available in the office for your review upon request.

### HISTORY

In 1971 a "Mother's Day Out" program was started by the Pastor's wife, Mrs. Roy Felder. Since then it has evolved into what is now our Day School for Little People. Our mission is to provide a high-quality early education in a Christian based environment that enhances a child's self-esteem and encourages a life-long love for learning. We believe by providing this environment we can stimulate growth and development in early childhood while opening the hearts and minds of our children and their families.

### PURPOSE

Day School's purpose is to facilitate the mission of Cedar Bayou Grace United Methodist Church to increase Christ's footprints beyond our doors. Day School continually strives to achieve this by maintaining a high-quality preschool program that enhances a child's self-esteem and promotes an interest in learning. To this end, **Day School has developed a program that promotes physical, social, emotional, cognitive and spiritual development of the young child.** The program's goals are as follows:

- To provide developmentally appropriate, hands-on, child-initiated experiences.
- To inspire a sense of self-worth and a desire for life-long learning.
- To help each child develop a respect for self and for those around them.
- To maintain and nurture a loving Christian environment in all aspects of the program.

The ultimate goal of Day School Early Childhood Education is to ensure that our children not only learn their ABC's and 123's, but also the three basic truths of their young faith... God made me, God loves me, and Jesus is my friend forever!



## CURRICULUM

Children learn best through play and active investigation of their world. Therefore, child-initiated and directed, teacher-supported play is an essential part of Day School's curriculum. This is all done in a setting where Christian values are encouraged and nurtured, inspiring a sense of confidence and self-worth as well as a foundation of respect for those around us.

Day School incorporates First Look and Pinnacle<sup>®</sup> curriculum to enhance instruction in all classrooms. Pinnacle<sup>®</sup> is a research-based, early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle<sup>®</sup> provides teachers with lessons that engage children in developmentally appropriate activities. Pinnacle<sup>®</sup> is published in an easy-to-use, reusable format that includes lesson plan guides, activity enrichments, and long-range goals linked to key standards.

In addition to Pinnacle, teachers are trained in a variety of current early childhood topics throughout the year. Our Curriculum is often based on the needs of the children and extended to meet those needs in developmentally appropriate ways through circle time, lessons, activities, and centers. Curriculum is also reviewed each year to make sure we are preparing children for the next level in their development.

"Child development can be divided into four areas – social/emotional, physical, cognitive, and language. These areas are intertwined and cannot be taken in isolation when planning activities for the classroom. Young children are learning all of the time, and they are learning to do a lot of different things that may or may not include simple tasks and amazing feats. But most importantly, they are "learning to learn." As they indulge their natural inclinations to explore, investigate, and experiment through developmentally appropriate play, they acquire the fundamental concepts and capacities that allow them to effectively absorb from and adapt to the ever-changing environment around them for the rest of their lives. Students with whom teachers can work most efficiently and who continue to excel and improve with each passing year are not characterized by their previous accomplishments, but rather by how prepared they are to meet whatever challenges are in store for them in the future. Young children who are permitted to develop fundamental concepts and capacities through developmentally appropriate play will be considerably better off in the long run than those whose learning experiences have been limited to rigorous instruction in specific academic areas. Learning to learn through developmentally appropriate play is key to optimal educational outcomes."

\*\*Taken from *The Power of Play*, a discussion about Early Childhood Education with Dr. Michael K. Meyerhoff.

Day School will always strive to provide a program that enhances each child's self-esteem and promotes their desire to make learning a life-long process.

## CLASS RATIOS (FULL ENROLLMENT)

Toddlers 1s	8:2
Toddlers 2s	12:2
*Preschool 3s	15:2 (2 classes of 3s are available) <i>*Amended for 2020-2021, 1 class. 16:2</i>
*Preschool 4s	18:2 (2 classes of 4s are available) <i>*Amended for 2020-2021, 1 class 20:2</i>

\*Kindergarten is no longer offered.

## PROGRAM OPERATING SCHEDULE

Day School operates on a traditional nine month calendar. School begins within 1-2 weeks after GCCISD, and we observe most GCCISD holiday and full day school closures. (See *current school year calendar for specific dates. Day School calendar has been revised for the 2020-2021 school year.*) In addition, Day School is closed one Thursday in February for our teachers to attend the Early Childhood Methodist Conference in Houston.



## **INCLEMENT WEATHER/SCHOOL CLOSURES**

On occasion, due to severe weather or other circumstances (such as environmental concerns or a public health issue), Day School may need to close during business hours. The Director is responsible for the decision to open or close the program in conditions of inclement weather, with the approval of the Board Chair. Day School follows GCCISD weather decisions. If GCCISD closes school for any reason, Day School also closes. If GCCISD institutes a 2-hour delay, Day School will open at 11. In addition, Day School follows the Texas Health and Human Services guidelines, recommendations, and mandates. In some cases, Childcare Licensing of THHS may recommend the closure of state childcare providers. In this instance, Day School would close until it is deemed safe by THHS to reopen. Updates will be posted on the Facebook page, Teacher Remind, and via email.

## **ADMISSION**

### **Age**

Children must be 12 months old to enter our program. **Children will be placed in the classes based on their age as of September 1 of the current school year. This is consistent with the public school placement law.**

### **Registration**

Registration for the next school year begins in February. Families currently enrolled in our school may register first. Enrollment will then open the next week to any families who are on the Wait List, as well as to the congregation of Cedar Bayou Grace UMC. The following week, enrollment will be open to the public on a first come first served basis. ***A child may begin attending Day School the Monday after all paperwork is completed and turned into the office. Children may not attend until all paperwork is complete and fees have been paid.***

### **Church Membership**

A parent or legal guardian must be a registered and active member to participate in the Cedar Bayou Grace UMC priority enrollment. Membership must have been established by December 31, prior to the registration.

### **Special Considerations**

Our goal is to meet the learning needs of each student. Therefore, we reserve the right to request professional evaluations in order to better serve our students. Consideration for admission will be determined on a student's physical, emotional, and/or academic needs in conjunction with our school's capabilities. In certain instances, a child may require an aide to "shadow" them throughout the school day at the parents' expense.

### **Non-discrimination Policy**

The school admits students of any race, color, and nationality or ethnic origin. We welcome children of all faiths; however, our curriculum and philosophy are based on Christian beliefs.

### **Waiting List**

A waiting list for prospective families will be maintained for those interested in enrollment when space becomes available. No fee is associated with being added to the waitlist. Each waiting list is valid for the current school year only. Families on the Wait List will be given 2<sup>nd</sup> week priority (along with CBGUMC members) when registration opens for the next school year.

### **Policy Changes**

Parents will be notified in writing of any policy changes which may occur after this handbook is distributed. Acknowledgement of this handbook and any changes afterward must be signed and dated for each family.



## **Potty Trained**

Children in the 3 and 4 year old classes must be fully potty trained to attend Day School.

Teachers in the younger classrooms will make every effort to help children currently potty-training progress be successful. Students wearing pull-ups must wear the type with detachable sides.

## **Transportation**

Transportation is not provided by Day School.

## **Reporting Child Abuse, Neglect, or Exploitation**

All Day School staff is required to complete a minimum of one hour of training on reporting child abuse, neglect, or exploitation. In life threatening situations, please call 911. Otherwise, report abuse 24 hours a day, 7 days a week by calling **1-800-252-5400**. An information sheet regarding recognizing signs of child abuse, neglect, and exploitation is attached to the back of this handbook.

## **FEES**

### **Non-refundable Registration Fee**

A non-refundable registration fee is required at the time of enrollment.

### **Tuition**

Tuition is calculated on an annual amount that is divided into nine equal payments with August added on at a prorated amount. The initial payment is due by June 1, or otherwise designated by the director in the event of a school closure, and the last payment is due by April 1. Payments are considered late by the 5<sup>th</sup> of each month and a financial penalty will be added to your outstanding balance.

### **Rates**

As a non-profit program, we strive to cover all expenses. Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant, which prevents credits, discounts, or refunds due to absences, in-service days, inclement weather, regularly scheduled holidays, or unforeseeable or unplanned school closures. We do offer a \$25 discount off registration fees for the 2<sup>nd</sup> and subsequent siblings. **Tuition is non-refundable in a month that school was in attendance for at least 4 days (4 days do not have to be consecutive).**

### **Payment**

Payments are due by check, money order, credit, or debit, by the first of each month. Checks/money orders can be mailed to 3700 N Hwy. 146, Baytown, TX 77520 Attn: Day School *or placed in the tuition box outside the office*. Day School will only take cash payments under special circumstances with Director approval. **Teachers and office staff will not accept check payments in hand.** Tuition is late by the 5<sup>th</sup> of each month (or the Monday immediately following if the 5<sup>th</sup> is Friday-Sunday) without exception. **We strongly recommend using our automatic drafts or online payment through Tuition Express. Please see our Program Assistant for instructions for online payment or a form to set up auto draft.** *Request for tuition statements or receipt must be submitted in writing.*

The monthly tuition rate is \$350 for each month in September-May. The month of August is pro-rated and due on or by the first day of school. Advanced May tuition is required at the time of registration. **\*Tuition payments will begin in October for the 2020-2021 school year.**

### **Penalties**

Any outstanding balance after the 5<sup>th</sup> of each month will be assessed a \$25 late fee. Returned checks will also incur a fee depending on the bank charges. There will be a \$5/day additional late penalty until tuition is



paid in full. If you require special financial agreements, please contact the office immediately. Day School does not guarantee we can accommodate special requests. Your child may be asked not to return to school until tuition and late fees are paid.

In addition to late payment fees, Day School charges a late pick up fee. Dismissal is at 2:00pm, and doors will be opened at 1:55 for your convenience. **Children must be picked up from the classroom no later than 2:15 (not pulling in the parking lot at 2:15) or you will be assessed a \$25 late fee at that time and there will be a \$1 additional charge for every minute starting at 2:16pm. These fees must be paid before your child may return to school.**

If a payment is returned to Day School for any reason, the parent is expected to pay a \$25 return check/decline card/returned ACH fee.

### **Withdrawal**

Withdrawal is defined as permanent removal from our program. *We require written notice one month prior to withdrawal.* The current month's tuition, \*Advanced May tuition, and the Registration Fee are non-refundable. *\*Advanced May tuition is non-refundable after July 15, 2020. **Deadline is extended to August 15, 2020.***

### **WHAT TO BRING EACH DAY**

A **full-size** backpack (without wheels) is required to transport items and messages between home and the school. ***ALL items sent to school must be labeled with your child's first name and last initial.***

#### Ones Class:

The following items should be sent each day, **labeled with the child's first name and last initial:**

- ✓ **\*Seasonal change of clothes including shoes \*Due to COVID Procedures, all child must have 3 changes of clothing daily in their backpacks.**
- ✓ Jackets when weather outside requires
- ✓ *At least 5 disposable diapers or pull-ups (with detachable sides)*
- ✓ Bottles or sippy cup with lid (at least 3)
- ✓ A lunch for your child that is ready-to-eat, along with a separate drink (food should be cut into bite size portions so the child is able to feed him/herself).
- ✓ A separate snack that is ready-to-eat, along with a separate drink – these items can be brought in a brown paper bag or ziplock bag. *Please do not include these items in your child's lunch bag.*
- ✓ Extra water bottle for outside play ***Water fountains are closed at this time.***
- ✓ \*Nap Mat

*\*Nap mats are required in this class and will be kept at the school except when sent home to be washed. Nap mats must have the plastic inserts and be both waterproof and washable. The plastic mat will stay at school and the lining, cover, or blanket/pillow will be sent home each Thursday to be washed by the parent and returned to school the following Monday. ***Nap mats will be stored separately in a tall kitchen trash bag, labeled with the child's first and last initial.****

#### Twos Class:

The following items should be sent each day, **labeled with the child's first name and last initial:**

- ✓ **\*Seasonal change of clothes including shoes \*Due to COVID Procedures, all child must have 3 changes of clothing daily in their backpacks.**
- ✓ Jackets when weather outside requires
- ✓ *At least 5 disposable diapers or pull-ups (with detachable sides)*
- ✓ 2-3 cups with a sipping lid (no bottles)
- ✓ A lunch for your child that is ready-to-eat (food should be properly cut into bite size portions so the child is able to feed him/herself)



- ✓ A separate snack that is ready-to-eat, along with a separate drink – these items can be brought in a brown paper bag or ziplock bag. *Please do not include these items in your child's lunch bag.*
- ✓ Extra water bottle for outside play *Water fountains are closed at this time.*
- ✓ \*Nap Mat

*\*Nap mats are required in this class and will be kept at the school except when sent home to be washed. Nap mats must have the plastic inserts and be both waterproof and washable. The plastic mat will stay at school and the lining, cover, or blanket/pillow will be sent home each Thursday to be washed by the parent and returned to school the following Monday. Nap mats will be stored separately in a tall kitchen trash bag, labeled with the child's first and last initial.*

### Preschool Threes and Fours:

The following items should be sent each day, labeled with the child's first name and last initial:

- ✓ **\*Seasonal change of clothes including under garments & shoes** *\*Due to COVID Procedures, all child must have 3 changes of clothing daily in their backpacks.*
- ✓ Jackets when weather outside requires
- ✓ A complete and healthy lunch. We encourage water, milk, and 100% juice. Please no red drinks. Sodas and candy will be sent home. Children should bring food which can be opened or unwrapped without assistance.
- ✓ A separate healthy snack and drink. Snack may be sent in a paper sack or ziplock baggie. *Please do not include these items in your child's lunch bag.*
- ✓ Extra water bottle for outside play *Water fountains are closed at this time.*

### **WHAT NOT TO BRING**

- ✓ Toys from home (these are easily lost and not easily shared!) unless participating in classroom Show-n-Tell
- ✓ Medicine, Chapstick/lipstick, hand sanitizer, cough drops, or candy/gum
- ✓ Loose or unlabeled coins or money
- ✓ ***Please do not include tuition checks in backpacks or lunches.***

### **CLOTHING**

Please dress your child in clothing that is durable and comfortable. Your child will be active in school and have plenty of opportunities to participate in messy activities such as markers, paint, glue, etc. The school will make every effort to prevent clothes from being ruined, but we are not responsible for damages. Weather permitting, your child will go outside EVERYDAY. The only exceptions to going outside will be rain during the time of recess and outside temperature less than 55° F or above 99° F. Please dress your child accordingly and wear *labeled* jackets when necessary. *Girls must wear shorts under all skirts and dresses.* All children must be able to use the restroom facilities and be changed with ease. Please no belt buckles.

### **SHOES**

*Athletic shoes are preferred every day to protect your child from injury.* Please make sure shoes are the proper fit and do not slip on/off or are not too tight. Ill-fitting shoes are very frustrating for children and can allow the children to develop injuries or blisters.

**The following footwear is not permitted unless it is a "special" day:**

**Cowboy boots, flip flops, clogs or crocs, house shoes or slippers, or any other type of sandal without an ankle strap.**



## FOOD

Good nutrition is important to our school's program. If your child has a food allergy, please make certain both the teachers and the office is aware of the allergy in writing. An Allergy Action Plan (doctor documentation) is required for diagnosed allergies and must be signed by your child's doctor. Day School must have an Allergy Action Plan for any stated/reported allergies at the time of registration.

During birthdays, class parties, and other special events items such as pizza, ice cream, cookies (homemade and store bought,) and other such items may be served. If you do not wish your child to consume the above mention items, you are responsible for bringing alternative choices for your child.

## Lunches

Children should bring a complete lunch each day. Day School is not responsible for the nutritional value of lunches provided by parents, but we highly recommend including healthy foods. We strongly encourage water, milk, and 100% juice. Sodas, red or dark colored drinks, and electrolyte replacement drinks will be sent back home and your child will be given a cup of water. Food should be age and developmentally appropriate where the child is able to feed him/herself. Please do not send food that requires heating and include a cold pack in your lunch kit if your food needs to remain cold. We ask that you not send pizza Lunchables. Please label your child's lunch bag, snack bag, and all bottles/sippy cups/flip-top cups/water bottles with his/her first name and last initial.

*If you choose to bring your child lunch from an establishment, it must be in a gallon size Ziplock baggy/container, the toy must be left at home, and no soda.*

To reduce the likelihood of choking in children **less than 4 years old:** Grapes and grape tomatoes MUST be cut in half lengthwise and then again crosswise so each one is in four bites. Hot dogs, string cheese, carrots, celery, and similar foods MUST be cut lengthwise 4 times and then in bite size pieces. Please no popcorn, knotted pretzel sticks, or marshmallows.

For more information on childhood nutrition please visit [www.choosemyplate.gov](http://www.choosemyplate.gov) .

While you are welcome to visit the school at any time, we do not allow for parents to each lunch with our students due to possible anxiety and distraction it may cause for some young children. **\*At this time, no visitors are allowed in Day School other than authorized personnel without the director's approval.**

## Snacks

Day School does not provide daily snacks in the classroom. Please send a healthy, ready-to-eat snack and drink, separate from your child's lunch daily. Snacks may be sent in a labeled (child's first name and last initial) paper sack, Ziplock, or any other easy-to-open container. Class snacks may be provided occasionally in your child's classroom for special events. You will be notified in advance by your child's teacher if a class snack is to be served. You may wish to still send your child his/her own snack. Due to special edible art projects and edible science projects, some foods may not meet a child's nutritional daily requirement.

**SPECIAL EVENTS** At this time, all large group Special Events are prohibited, and class parties will be for students only. Please see our Revised School Calendar for more details.

Parents are encouraged to volunteer to help with book fairs, picture day, Supper with Santa, Rodeo Day, Roll-A-Thon, and Fun in the Sun Day. Parent volunteers must complete Safe Sanctuary requirements including a background check. Parent volunteers are not allowed to supervise children or be left alone with children.

Parents are invited to attend Meet the Teacher, Parent Orientation/Boo-Hoo Breakfast, class Halloween and Christmas Parties, Open House, Book Fair (fall/spring), Super with Santa, Roll-A-Thon, class Easter Egg





Hunt, and Fun in the Sun. In addition, we may host periodic Parent Workshops based on parent-chosen topics.

Due to safety concerns, siblings are not permitted to attend class parties.

Siblings may attend the Easter Egg Hunt but must remain in strollers/infant wraps/carriers and may not hunt eggs with school age children.

Thanksgiving Feast, and the Valentine's Day party will be for teachers and students only.

Due to safety concerns, siblings, even those in strollers, are not permitted to attend the Roll-A-Thon or Fun in the Sun activities.

\*This year, the children will present an Easter program during the school day. Families are invited to attend.

If you are interested in volunteering, please call or email the Day School office.

In addition, for different holidays and special occasions your children work very hard to surprise you with their homemade gifts. PLEASE do not post these gifts on social media pages until the holiday. This ruins the surprise for other parents who were waiting.

### **Birthdays**

We will celebrate each child's birthday during the school year. You will receive a notice about when your child's special day will be celebrated in the classroom, and you are welcome to come during snack time to celebrate. We ask that you bring/send only cookies, cookie cakes, or small/mini cupcakes as a class snack. You are welcome to bring special plates, napkins, or 100% juice or waters. Please do not bring balloons, gifts, or toys. You are welcome to send party invitations to the class, *as long as you invite everyone in the class*. We are unable to provide addresses or phone numbers of your classmates.

### **Show & Tell**

Each class has an established policy about Show & Tell. This is an opportunity to connect the learning at school with something at home. It also fosters language development and social skills. Parental guidance is necessary to help facilitate choosing Show & Tell items. Please do not send toys; pictures, items from nature, or a "tale" are always welcome. *Show & Tell will be restricted for 2020-2021 due to COVID-19 guidelines. Teachers will let parents know if their class is participating in Show & Tell and the class guidelines for items brought to school.*

### **Gross Motor Skills**

Children will spend at least 30 minutes a day outside (if at all possible) or in the Children's Worship room. This is the child's chance to practice their gross motor skills and help fulfill daily exercise needs. Weather permitting, Day School students will also go outside one additional time during the day for 15 minutes for a classroom walk or for a group activity or game.

### **Music**

Music is an important part of each day. In addition to theme and skill related songs the teachers will sing with the children, our Program Assistant will also teach Music once a week to all children in their classroom. In Music class, we teach and reinforce concepts such as counting, rhythm/beat, and rhyming, as well as teach the children Chapel worship songs.



## Chapel

Children will attend chapel once a week in the Children's Worship room on **Wednesdays at 9:15-9:30am.** Chapel is an additional place where age appropriate Bible stories, songs, and activities will be held and celebrated. Themes for chapel will coincide with the weekly and/or monthly themes being discussed in our classrooms, as well as seasonally appropriate ideas. We would love for parents to join us during this special worship after you drop your child off at their classroom. Children attend Chapel as a class with their teachers. *Due to COVID policies, Chapel will be divided into age groups and limited to children only.*

## Discipline Policy

Day School staff are all required to obtain annual training regarding guidance and discipline. The purpose of all "discipline" at our school is to help children become increasingly self-managing and socially responsible. Teachers will help children express their feelings, cooperate with other children, and resolve conflicts. We understand that young children have limited and various abilities to manage their emotions and reactions. When a child needs restrictions, they will be clearly defined and consistent. **At no time will a child be physically punished, threatened, or intimidated.**

Techniques used are:

- Diverting attention to a more constructive pursuit
- Modeling compromise and attempting to negotiate differences
- Encouraging children to seek alternatives within the boundaries of their individual capabilities

If a distressed child needs help to regain his self-control, he or she will be given a supervised quiet time, away from the situation, but close to the teacher to help regain his/her self-control. The child will then be able to rejoin the activity. If disruptive behavior continues, parents will be contacted to work together with teachers and the director on a solution.

Although every effort will be made to help all children adjust to classroom expectations, Day School cannot permit the following activities for the safety of all the children and staff:

- Continual disruptiveness to the learning environment
- Destruction of property
- Deliberate bodily injury
- Use of abusive language
- Numerous referrals to the Director without any positive results
- Need for individual assistance or care that our staff and school cannot provide

Day School follows the Discipline and Guidance policy set in the Minimum Standards:

Discipline must be: (1) Individualized and consistent for each child; (2) Appropriate to the child's level of understanding; and (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

(1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; (2) Reminding a child of behavior expectations daily by using clear, positive statements; (3) Redirecting behavior using positive statements; and (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:



(1) Corporal punishment or threats of corporal punishment; (2) Punishment associated with food, naps, or toilet training; (3) Pinching, shaking, or biting a child; (4) Hitting a child with a hand or instrument; (5) Putting anything in or on a child's mouth; (6) Humiliating, ridiculing, rejecting, or yelling at a child; (7) Subjecting a child to harsh, abusive, or profane language; (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

## **MEDICAL**

### **Required Documentation**

State law requires Day School students to be current on immunizations or provide written documentation of exemption. For more information about what immunizations your child needs at what age, please visit <http://www.immunizetexas.com> or talk to your pediatrician. For more information on exemptions, please visit <http://www.dshs.state.tx.us/immunize/default.shtm>.

Current Immunization Records must be signed by the child's doctor or rubber stamped by the doctor's office.

*Minimum Standard 746.623*

State law also requires a signed health care professional statement (included in the enrollment packet) assuring the childcare facility your child has been seen within the past year and is able to attend Day School. *Minimum Standard 746.611*

These forms must be submitted within one week of admission. Failure to submit these forms in a timely manner will jeopardize your child's placement in our program.

### **TB Testing**

At this time, tuberculosis testing is not required for schools or childcare centers in Harris County, per the decision of the county health department.

### **Hearing and Vision Screening**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36 requires "...all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment..."

You will be notified in our newsletter or by special notice when we are able to make this service available for your child. The hearing and vision screening will be conducted at Day School by a licensed professional. The parent is responsible for paying the fee for these services.

Hearing and Vision screening may also be performed by your child's doctor. Results must be shared with Day School for Little People by a specified date.

### **Employee Vaccinations**

At this time, Day School does not require employees and staff to receive adult immunizations.

### **Child Illness**

1. Children with fever should not be sent to school.
2. Any student excluded from school due to a temperature of **100 degrees or above** should remain at home for at least 24 hours free of fever (*without benefit of medication*) before returning to school.



Please do not give your child a fever reducer such as Tylenol and send them to school, as the fever may disappear briefly, but the infection remains.

3. Children with colds and/or coughing and with purulent (yellow or green) nasal drainage should be kept at home.
4. Children with symptoms of vomiting or diarrhea should be kept at home.
5. **Children with fever or symptoms of vomiting/diarrhea AT SCHOOL, cannot return to school the next day. They must be symptom free for 24 hours BEFORE returning to school.**
6. Parents of students with a communicable or contagious disease are required to telephone the school so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school while their disease is contagious. **Students with pink eye must be symptom free and on medication over 24 hours before returning to school. Students with lice must receive treatment and be nit free for 24 hours before returning to school.**
7. If a student communicates to the teacher that he/she does not feel well or shows signs of illness, the parent will be contacted immediately to pick up the child from school.
8. It is the responsibility of the parent to arrange for **immediate** pick up of an ill child. Please make certain Day School has current home phone, cell phone, work, and emergency contact numbers.
9. *Please see "Day School COVID-19 Parent Policies" for additional child illness guidelines and Day School procedures. A signed Parent Acknowledgement of Day School COVID-19 Parent Policies for 2020-2021 is also required for each child in our program.*

## Medication

Day School staff does not dispense medication. Please do not send prescription or over-the-counter medication, including cough drops in backpacks.

## Medical Emergency

In case of a medical emergency or accidental injury of a child that requires more than cleansing and a Band-aid, the following procedures will be followed:

1. Contact the \*parent.
2. Contact the "emergency contact person," if parent cannot be reached.
3. Parent is responsible for any expense.

**\*In the event of an extreme medical emergency in which your child needs immediate medical attention, 911 will be called FIRST.**

## SAFETY AND SECURITY

### Sliding Automatic Doors

Cedar Bayou Grace UMC has sliding automatic doors at the exterior entrance of the church and at the interior entrance to Day School. These doors will be locked during school hours and are equipped with a call button. This allows us to limit access to strangers and unwelcome visitors, but still allow parent/approved visitor access to the building. **There will be a staff member to open and monitor the doors for parents at 9:00-9:15 and 1:55-2:15.** Occasionally, parents will need to arrive early to pick up their children. We understand that this is necessary for various reasons. We do ask that you not pick up your children early to "beat the dismissal rush." It can disrupt the learning, creativity, and be upsetting for the children who are not picked up early. **If you are going to be picking up your child early, please send a note in your child's backpack or call us before 1 pm, so the teachers will be prepared without disrupting the class. Upon your arrival, please use the call button to alert us that you are at the door. Once you are inside Day School, we ask that parents do not go to the classroom to retrieve children for the above reasons. A member of our staff will go to the classroom or the child's teacher will bring the child to the Day School office.**



### **Authorization to Pick up a Child**

Written authorization signed by the parent/guardian and photo identification are required to release a child to someone other than the parent. **If you need to add an emergency contact/authorized pick up person, you must come into the office to change your child's file.** It is the parent's responsibility to inform emergency contacts and authorized pick up people of the school's security procedures. A photo ID is required for all authorized emergency contacts upon pick up. Classroom teachers have a list of each of their student's emergency contacts and authorized pick up people.

### **Car Safety**

Each child's safety is our primary concern. **Please drive slowly and avoid being on your cell phone in the parking lot at all times.** It is very important to hold your children's hands in the parking lot—especially when crossing the drive. **Proper car seats and booster seats are required by law.**

### **Car Drop Off (Arrival Only) *Please refer to 2020-2021 Arrival & Dismissal Procedures.***

After the first week of school, we will offer car drop off for arrival only. A detailed diagram will be sent to parents in your child's backpack before we begin drop off. Please plan to enter from the Ferry Road side of the building behind the church. You will then follow the diagram through the parking lot to allow for the maximum number of cars in line. Please pull up under the car port with the passenger side door of your vehicle facing the Day School exterior doors. A staff member will assist your child out of the car and safely into the building where additional staff members will escort them to class. A teacher will be waiting for your child inside the classroom. You will exit the parking lot via Hwy 146. *Parents are still welcome to park and walk their child into the building every day.* \*There will be no car rider line for dismissal. Parents and caregivers need to park, walk inside the building, and form a line outside their child's classroom (the same side as your class' artwork display) to pick up your child.

*\*In cases of **extremely** severe weather, car pick up may be offered at dismissal. **You will be notified via Facebook, Club Texting, and/or signs in the parking lot if this option is offered.***

### **Facility Safety**

Please respect the covered drive and handicap parking spaces when choosing a place to park to walk into the school. Please do not park in the red fire lines anywhere on the church property.

Never leave a child unattended anywhere on the church property including the parking lot, classroom, play structure.

Texas law requires us to notify parents that we are a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include childcare centers. The gang-free zone is 1,000 feet of the childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### **Emergency Preparedness Plan**

Per the licensing guidelines outlined by the state of Texas, Day School for Little People practices monthly fire drills, as well as severe weather drills and intruder drills every three months or 4 times a year. In the event of an emergency, the following process will be followed:

### **Evacuation Process**

When the decision is made to evacuate Day School for Little People, the Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.



In the event of an actual fire, the Director will be responsible for notifying 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete.

**Day School staff will evacuate their children as follows:**

The *classroom teachers* shall be responsible for gathering their respective classes in a group and supervising an orderly evacuation to the designated meeting area. Each classroom teacher is also responsible for bringing all attendance sheets, child rosters, and information sheets, contained in their binder. The Director is responsible for bringing first aid kit. Upon arriving at the designated evacuation meeting area, all children must be physically accounted for against the sign-in log and the results reported to the Director immediately.

For inclement weather, if possible, take appropriate supplies to protect the children. The Director and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

**\*Note: Under no circumstances should staff stop for any of their own or children's personal belongings, including jackets, shoes, purses, etc.**

**Procedures for Conducting a Fire Drill**

1. The Director will inform the staff that a fire drill will be conducted.
2. When pulling the alarm, the fire department and alarm company must be notified that it will be tested.
3. In August/early September, teachers should practice individually with their classrooms and prepare the students about fire drills (the alarm sound, rules, and procedures for exiting.)
4. Evacuate the building immediately. The director will notify the teachers by sounding the alarm or alerting the teachers over the hand-held radios.
5. Teachers need to count the students in their class and check their bathrooms before exiting the classroom.
6. Teachers must lead the students out of the closest exit door that they can safely exit the building.
7. Teachers must always be aware and look for possible sources of smoke while evacuating.
8. Verify the accurate number of students once the classes are outside.
9. Once the all clear is given, classes may return to the building. The all clear must come from the director or fireman in charge.
10. Drills must be documented with date, time of day, exit time, and staff initials.

Fire drills should be practiced monthly and at different times of the day. All children should have the experience of the fire drill to be adequately prepared for a real emergency.

Severe weather drills will be conducted four times a year with students evacuating the classroom to an indoor area/hallway without windows.

Intruder/Lock down drills will be conducted four times a year.

Director, Program Assistant, and church staff will determine:

- the safest location for continued operations until children can be picked up and the safest path for all children and staff to get there
- the parent/guardian pick up point
- activate calling parents and providing details about pick-ups and possible injuries
- monitor the daily sign in sheets to facilitate family pick ups



- designate teachers to be in charge of first aid, communications, and pick up

Director will have his/her cell phone and the daily sign in sheets collected from teachers.

If the Day School needs to evacuate the property, we will convene at the Cedar Bayou Masonic Lodge located behind the building and across the street at 2850 Ferry Rd., OR at the original CBGUMC building parking lot located at 2714Ferry Rd – whichever location is deemed safest at the time. In case of an emergency and evacuation of the school please call the **Emergency Only Line: 281-508-3431**

## **OTHER OPERATIONAL PROCEDURES**

### **Arrival and Departure – *Please refer to 2020-2021 Arrival & Dismissal Procedures.***

Classroom doors open at **9:00AM**. After the first week of school, you may utilize the car drop off line for arrival only, or you may walk your child into the building to his/her classroom. If you arrive after 9:15, the doors will be locked and you must use the outdoor call button to gain entrance to the building. A staff member will escort your child to his/her classroom to minimize distractions and interruptions. Please remember that while we understand being late is not always foreseeable, your child misses out on the beginning of the day's routines when late. If you should need to speak to someone in the office, we ask that you wait until after 9:15 ensure our staff is able to assist all the children first.

Please make every effort to arrive to school on time to avoid disrupting class activities and schedules. If you cannot get your child to school by **11:00am**, we ask that you please keep him/her at home until the next school day so the teachers can maintain a predictable learning environment, as well as maintain snack/lunch/nap schedules.

**PARENTS OF CHILDREN IN THE ONE YEAR OLD CLASS** are asked to walk your child in each day.

**PARENTS OF CHILDREN IN ALL CLASSES (TWOS, THREES, and FOURS)** are asked to say your goodbyes on the way into school to make the transition into the classroom smooth. This will also help your child experience the independence of walking into their classroom on their own and performing morning routines and activities. There will be teachers and staff in the halls and in the classroom to help your child hang up backpacks, put away lunches and snacks, nap mats, etc.. Your child will be signed in by the teacher upon entering the classroom. Should your child need help transitioning into the classroom, teachers and staff will be available to help. Please do not escort your child into the classroom and perform these tasks for them.

## **MID-DAY DEPARTURE**

**If you are picking up your child during the school day**, please call the office or send a note in your child's backpack to let us know when to expect you. Please use the exterior call button to gain entrance to Day School. The office staff or a teacher will walk your child to the lobby or Day School office to meet you.

## **WALKING IN DURING DISMISSAL**

Family connections are extremely important to us. Dismissal/pick up is a chance for you to have face time with your child's teachers and see their work on the walls and in the hallways. The teachers want to tell you how great your child's day was, but they are also still supervising a classroom of children. *If you want to talk more about your child's progress and schedule a conference with your teacher, please send a written note and your teacher will contact you.*

All age levels will dismiss from the classrooms. Please form a line in the hallway next to your child's classroom artwork display. ***Please refer to 2020-2021 Arrival & Dismissal Procedures.***



Front doors will open at **1:55pm** and locked promptly at **2:15**. **Parents of children picked up after 2:15 will be assessed a late fee of \$25 and \$1 for each additional minute beginning at 2:16.**

### **Parent Notification**

Parents will receive monthly newsletters, changes in policy, or additional notes via their child's backpack. We will also send school notes via email whenever possible, as well as post important information on our Parent Board at arrival/dismissal time. However, notes from your child's teacher concerning birthdays, show-n-tell, parties, Daily Reports, Boo-Boo Incident reports, and Behavior Incident reports/notes will only be in your child's backpack. ***Please check your child's backpack every day after school.*** We will also try and maintain both our church website and Facebook page for important alerts. You are also encouraged to sign up with your child's teacher to use the Parent Remind App. This smart phone app is for teacher/parent communication via group texts. Please also make sure we have valid and current phone numbers and emails. Please notify the Day School in writing of any contact changes throughout the year.

### **Conferences**

Please visit or call the Day School office at 281-422-3449 if you have any questions or concerns regarding our policies and procedures. The Director will be glad to review, answer, or address any concern you may have. Teachers and the Director are happy to meet with you regarding your child's progress or address any concerns. You may send a note in the child's backpack, call the office, or email the Director.

### **Visiting the School**

A schedule of daily planned activities will be posted in each classroom. Remember that your child's behavior when you visit may change with the parent in the classroom. Please save any comments or questions for the teacher outside of classroom time. ***At this time, only essential personnel (teachers, staff, THHS Child Care Licensing personnel, emergency personnel, etc.) are allowed inside Day School unless otherwise authorized by the director.***

Parents will be notified in advance by newsletter, reminders, parent board, and email regarding special activities and upcoming events so you can plan to attend. Please also refer to our school calendar for all planned events. There will also be notifications about how to get involved as a parent volunteer for various parties, fundraising, and events. Please keep in mind it is very distracting for the other children in class to arrive late to school. Your child is also missing important and fun activities and information by arriving late. Please try and be at school no later than 9:15 am.

### **Disruptive Child**

When disruptive behavior occurs for two consecutive hours, a parent of the child will be called to discuss the incident. The director will intervene and assist the teachers so they may regain the attention of the class.

Persistent disruptive behavior will be addressed according to our policy for Suspension/Expulsion.

In the event a student has a history of disruptive behavior, Day School reserves the right to refuse any future enrollment of that student.

### **Biting**

For the health and safety of all the children at Day School, the following policy will be followed:

- When biting occurs, the parents of both children will be contacted.
- The biter will be removed from the situation (center, activity, etc.) while extra love and TLC is given to the child who was bitten.
- The teachers will work with the biter child using positive redirection to prevent the incident from happening again or becoming a biting habit.
- Teachers and the Director will examine the context in which the biting occurred and look for patterns.





Was it crowded? Too few toys? Too little to do? Too much waiting? Is the biting child getting the attention and care he/she needs?

- If necessary, teachers will change the environment, routines, or activities.
- Teachers will, with parental support at home, work with the biting child on resolving conflict or frustration in a more appropriate manner, including using words if the child is capable. *\*Biting in the Ones and Twos classes is common and developmental.*
- Director and teachers will observe a child who is a short-term chronic biter to get an idea about when he or she is likely to bite. Some children, for example, may bite not when they are angry or frustrated, but when they are very excited.
- We will also identify children likely to be bitten and make special efforts to reduce their chance of becoming victims.
- If the child's biting persists without any change, the child could be removed from Day School *for up to the remainder of the semester*. In this event, the balance of the monthly tuition will be non-refundable.
- *\*Biting in the Threes and Fours Classes is not considered developmental.* If the child's biting persists after conferencing with parents and providing the above interventions more than 3 times, the child could be removed from Day School *for up to the remainder of the semester*. In this event, the balance of the monthly tuition will be non-refundable.

## SUSPENSION/EXPULSION POLICY

Unfortunately, there are sometimes reasons a child in our program must be expelled, either on a short term or permanent basis. *We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.* The following are reasons we may have to expel or suspend a child from this center:

### IMMEDIATE CAUSES FOR EXPULSION

---

The child is at risk of causing serious injury to other children or him/herself.

- Parent/Guardian threatens physical or intimidating actions towards staff members.
- Parent/Guardians exhibits verbal abuse to staff in front of enrolled children.

### PARENT/GUARDIAN ACTIONS FOR CHILD'S EXPULSION

---

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

### CHILD'S ACTIONS FOR EXPULSION

---

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

### PROACTIVE ACTIONS TO PREVENT EXPULSION

---

- Staff will try to redirect child from negative behavior.
- Staff will reassess the classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.



- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian/guardian will be notified verbally.
- Parent/Guardian/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- Staff/director/Parent/Guardian meeting to discuss how to promote positive behaviors.
- The Parent/Guardian will be given literature or other resources regarding methods of improving behavior.
- Recommendations of evaluation by local school district.

Prior to expulsion, a Parent/Guardian will be called and/or correspondence will be sent home indicating what the problem is, and Teachers, Director, and Parent/Guardian will meet in person to discuss the situation. At this conference, the issues will be identified, and classroom observations and interventions made by both Teachers and the Director, will be shared with the Parent/Guardian. Parent/Guardian will be asked for helpful information and suggestions for the Teachers regarding the issue. Teachers, Director, and Parent/Guardian will agree to a course of action to prevent, or positively address future issues in writing. All will sign this plan, and Teachers and Parents will receive a copy. Teachers, Director, and Parent/Guardian will make every effort to partner and work together for the benefit and success of the child. If, after an appropriate period of time agreed upon by all parties, and depending on the risk to other children's welfare or safety, the child's behavior does not improve, and the center finds that they can no longer accommodate the child, the Parent/Guardian will be asked to remove the child. In this event, the monthly tuition will be non-refundable.

### **Breastfeeding Policy**

Texas Department of Minimum Standards 746.501 (24)

Because breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies.

**Day School for Little People** subscribes to the following policy:

**1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**

Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water. At Day School for Little People, we offer the "Crew Room" in Hallway 2.

**2. A refrigerator will be made available for storage of expressed breastmilk.**

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator, located in the Day School workroom next to the Children's Worship room. Mothers should provide their own containers, clearly labeled with name and date.

**3. Sensitivity will be shown to breastfeeding mothers and their babies.**

The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.

**4. Staff shall be trained in handling human milk.**



All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Special precautions are *not* required in handling human milk.

Storage Guidelines for Human Milk:

[http://www.cdc.gov/breastfeeding/recommendations/handling\\_breastmilk.htm](http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm)

[http://www.aap.org/pubed/ZZZRYZIYKRD.htm?&sub\\_cat=1](http://www.aap.org/pubed/ZZZRYZIYKRD.htm?&sub_cat=1)

**5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in a little earlier or leave a little late to make up the time.

**Animals at Day School**

Please call the Day School office in advance if you plan to bring a pet or other animal to school. We require documentation of vaccination and a statement of health from a local veterinarian. This information is important to decrease the health risk to children who are more vulnerable to disease.

**Conflict of Interest**

Day School employees are prohibited from having a second employment with another licensed childcare center while employed with our school unless approved in writing by management. Employees are also prohibited from participating in or being employed by an agency that could affect the integrity of Day School, our parents, or our children. Day School employees are not permitted to babysit for current Day School families during the school year. If a teacher wishes to babysit Day School or non-Day School families during the summer, we ask that these teachers and the family both sign the "Waiver and General Release Form."

**Thank you**

**Thank you for sharing your child with us and allowing Day School to be part of your child's early childhood education. We consider it an honor to be in both your child and your family's lives.**



## Day School COVID-19 Arrival & Dismissal Procedures

### **Daily Arrival: 9:00am**

- All ADULTS are required to wear masks.
- If at all possible, please have the same person drop off/pick up your child each day to minimize any possible exposure.
- Families will form a line outside the Day School exterior door. All children must be supervised and **MUST** stay with parents/adults **AT ALL TIMES**.
- 10 families will be allowed into the lobby at a time for screening. The floor will be marked, 6 ft apart. Please use hand sanitizer as you enter the building.
- We will have 2 lines for screening children. There will be temperature checks, parent questions about COVID-19 exposure, and a visual check for respiratory symptoms. Screeners, Gina Hoover & Melissa Harrison, will wear the appropriate PPE (face shields, face masks, and gloves when necessary).
- Plan to say your good-byes after screening.
- Our Program Assistant Rachel Miles (and 1 classroom teacher when necessary), will escort children to their classroom where their teachers will welcome them. Children will then put away belongings and wash hands with soap and water.
- No parents or siblings may enter the Day School wing unless deemed absolutely necessary by the director. Only DS children, staff, and other approved adults (THHS Child Care Licensing staff, emergency personnel, substitutes, etc.) will enter Day School during hours of operation under our current Emergency Rules.
- Doors will be locked at 9:15am.

### **Daily Dismissal: 2:00pm, Doors will open for your convenience at 1:55pm.**

- All ADULTS will wear masks.
- Parents/family members will not enter the building unless deemed absolutely necessary by Director, Program Assistant, or Family Minister
- Dismissal will begin 5 mins early - **1:55-2:15** - school officially ends at **2:00pm**.
- At **2:15**, parents will be considered late, and late fees will be assessed.
- Parents/Family members must form a line outside their child's designated dismissal door:
  - 1s children & 2s children will dismiss from the main church doors (middle covered area) in front of church. 1s children will be in the red buggy, 2s children will sit in a line in church lobby to wait.
  - 3s children will dismiss from the Day School main doors (left side of church, same door used for arrival). Children will sit in a line in Day School lobby to wait.
  - 4s children will dismiss from playground doors (far left side of building, next to playground). Children will wait in classrooms or hallway.
- Older siblings will be escorted to the younger sibling's dismissal door prior to dismissal and will be signed out with the younger child's teacher. (For example, your 4 year old would be escorted to your 2 year old's teacher and wait with your 2 year old at dismissal.)
- All dismissal procedures must follow THHS Child Care Licensing Minimum Standards:
  - Only parents or people listed on the child's Emergency Contact List may pick up the child.
  - All people picking up a child must check-out with the child's teacher at the door, face to face. Please do not encourage your child to run to you when they see you.
  - Teachers must verify and record the identity of the person picking up the child and the time the child was picked up at dismissal. **Please have ID with you and readily available for the**



*teachers to check, especially someone who has never picked your child from Day School previously.*

- Please keep emergency contacts in your child's file current at all times. *If you wish to add someone to your child's approved pick-up list, you must do so in writing and in the Day School office. Please call ahead for an appointment. **Day School will NOT release a child to anyone who is not on listed on the child's Emergency Contact List.***
- Remember, the supervision of the children is our priority at dismissal. However, if you need to speak to your child's teacher, please be brief and speak to the teacher not conducting dismissal procedures.
- The Director (Gina Hoover) will supervise and assist the 1s, 2s, & 3s at dismissal. The Program Assistant (Rachel Miles) will supervise and assist the 4s classes at dismissal. The Family Minister (Melissa Harrison) will help as needed.



**Parent Handbook Acknowledgement 2020-2021**

Please sign, date, and return this form to your child's teacher.

Student Name \_\_\_\_\_ Classroom \_\_\_\_\_

I have been provided a copy of the Parent Handbook of Operational Policies for 2020-2021, which includes how to report child abuse, neglect, and exploitation, the Discipline & Guidance Policy, how to contact the state licensing representative, emergency preparedness plan, and how to contact the office.

Parent/Guardian  
**Printed Name** \_\_\_\_\_

Parent/Guardian  
**Signature** \_\_\_\_\_

Date \_\_\_\_\_

.....  
*I understand that the parents/guardians are responsible for the nutritional value of the snacks and lunches provided from home. I also understand that Day School may occasionally provide special class snacks for the children, but these snacks may not always meet the child's daily nutritional needs.*

Parent/Guardian  
**Printed Name** \_\_\_\_\_

Parent/Guardian  
**Signature** \_\_\_\_\_

Date \_\_\_\_\_

.....  
*I understand that tuition is due on the 1<sup>st</sup> of the month and late by the 5<sup>th</sup> of the month. There will be \$25 late fee assessed on the 6<sup>th</sup> of each month and an additional late penalty of \$1 per day after that.*

*I understand that should my payment be declined for any reason I also owe a \$25 returned payment fee.*

*I understand dismissal is at 2:00 and my child is to be picked FROM THE CLASSROOM BY \*2:15. A \$25 fee will be assessed at 2:15 and \$1/per minute after that.*

*I understand tuition is non-refundable in a month that school was in attendance for at least 4 days (4 days do not have to be consecutive).*

*I understand the registration fee is non-refundable.*

*I understand Advanced May tuition is non-refundable after the specified date.*

Parent/Guardian  
**Printed Name** \_\_\_\_\_

Parent/Guardian  
**Signature** \_\_\_\_\_

Date \_\_\_\_\_

